# NEIGHBORHOOD TOURIST DEVELOPMENT FUND

**NTDF Applicant Workshop 2015**

# Neighborhood Tourist Development Fund

## PURPOSE

The purpose of NTDF is to promote Kansas City's neighborhoods through cultural, social, ethnic, historic, educational and recreational activities, while promoting our city as a premier convention, visitor and tourist center.

# Neighborhood Tourist Development Fund

## ELIGIBILITY

**Organizations may apply for funding if they meet the following criteria:**

- Not-for-profit organization incorporated in the State of Missouri

- Maintain a registered office within the city limits of Kansas City, MO

- Adhere to the ineligible and eligible expenses per section 2-939(b)

- Meets the City's contracting requirements (i.e. insurance, revenue clearance)

# Neighborhood Tourist Development Fund

## ELIGIBLE PROJECTS

Eligible projects must be open to the general public and attract persons who would not otherwise plan to be in Kansas City, as well as interest those who are visiting for other purposes.

- The activity may be a one-time event, a series of events, or an annual event.

- Project must be within city limits

- Supplemental funding of NTDF support is preferred.

# Neighborhood Tourist Development Fund

## EXAMPLES OF ELIGIBLE PROJECTS

- Music event

- Art festivals

- Neighborhood festivals

- Exhibits

- Homes tours

- Movies in the Park

- Rodeo

- Bike race/tour

- Tournaments

- Parades

# Neighborhood Tourist Development Fund

## INELIGIBLE PROJECTS

- Ongoing daily operational activities of neighborhood/organization

- Events for groups that reflect or enhance political parties

- Events for candidates and office holders

- Projects that request funds to be used to supplement publicly supported operating costs

- Events not open to the public

- Events that do not clearly appeal to local residents,
- tourists or visitors

# Neighborhood Tourist Development Fund
## Eligibility application

**Check one**

◯ New agency (if you have not previously applied to the Neighborhood Tourist Development Fund)

◯ Inactive agency (if you have received money from the Neighborhood Tourist Development Fund)

**Section A — Organization information**

**A.1. Project director:**

Name and title of person responsible for completion of the project. This will be the official contact for all correspondence.

**A.2. Organization name**

Official name of participating organization as stated on certificate of incorporation

**A.3. Address where the organization is officially located**

Street address

City, state and zip

Phone

Fax

Email address

**A.4. County**

County where the organization is officially located

**A.5. FEIN**

Federal employee identification number

**A.6. Bank name**

Name of bank where Neighborhood Tourist Development Fund money would be deposited

**A.7. Bank account number**

Bank account number for A.6.

# NEIGHBORHOOD TOURIST DEVELOPMENT FUND

# ELIGIBILITY APPLICATION

Neighborhood Tourist Development Fund
Eligibility application

**Section B — Application requirements and responsibilities (pre- and post-eligibility)**
**The following items actions are required prior to submitting the eligibility application**

☐ B.1. Certificate of corporate good standing issued within the past 12 months

Please attach your document (maximum filesize is 50MB)

B.1. [Choose File] No file chosen     [upload file]

☐ B.2. Revenue clearance letter

B.2. [Choose File] No file chosen     [upload file]

B.3.

☐ B.3. Organization's goal/mission statement

Please attach your document. Maximum filesize is 50MB.

B.3. [Choose File] No file chosen     [upload file]

☐ B.4. Names, addresses and phone numbers of board members

Please attach your document. Maximum filesize is 50MB.

B.5. [Choose File] No file chosen     [upload file]

☐ B.6. Voided check from bank account into which Neighborhood Tourist Development Fund money would be

Please attach your document. Maximum filesize is 50MB.

B.6. [Choose File] No file chosen     [upload file]

☐ B.7. Audited financial statements for the past two years

Please attach your document. Maximum filesize is 50MB.

B.7. [Choose File] No file chosen     [upload file]

# NEIGHBORHOOD TOURIST DEVELOPMENT FUND

## APPLICATION DEADLINES

**Two (2) applications are required for funding requests:**

**1. Eligibility Application (STEP 1)**
The Eligibility Application should be submitted no later than **two (2) weeks** prior to the Funding Application deadline and approved prior to submitting the Funding Application. <span style="color:red">DEADLINE: JULY 18; 5:00 PM</span>

**2. Funding application (STEP 2)**
Funding applications will not be reviewed without prior written approval of eligibility. Due to the time required for the review and approval process, funding applications must be submitted at least **sixty (60) days** before the first date of the proposed event. <span style="color:red">DEADLINE: AUGUST 1; 5:00 PM</span>

*Note: Deadlines that fall on a weekend or holiday will be extended to the following business day.*

# NEIGHBORHOOD TOURIST DEVELOPMENT FUNDING APPLICATION

**City of Kansas City, MO.**
**Neighborhood Tourist Development Fund**
**City Hall - Fourth Floor**
**414 E. 12th Street**
**Kansas City, MO. 64106**
**816-513-3237(p), 816-513-3201(f)**

Start a New Application

**OR**

Returning to complete an
application I already started

Application ID: [                    ]

Get My Application

# NEIGHBORHOOD TOURIST DEVELOPMENT FUNDING APPLICATION

**City of Kansas City, MO.**
**Neighborhood Tourist Development Fund**
**City Hall - Fourth Floor**
**414 E. 12th Street**
**Kansas City, MO. 64106**
**816-513-3237(p), 816-513-3201(f)**

**Important:** Online NTDF applications must be submitted before 5 p.m. on the date the application is due. **Fields with an asterisk(*) next to them are required. Incomplete applications will not be accepted.**

## Organization Information

If you have an Organization ID which you would have received from an earlier submittal please enter it here and select "Get My Organization Information". Can't remember your Organization ID, please email us for help.

**Organization ID:** [          ]    [ Get My Organization Information ]

*Organization Name: [                    ]

*Office Address: [                    ]    *City: [ Kansas City ]    State: [ MO ▾ ]    *Zipcode: [          ]
(No P.O. Box)

*Office Phone: [          ]    Office Fax: [          ]    *Office Email: [                    ]

*Nbr paid employees: [          ]    Federal Employer Identification Number: [          ]

*Contact Person: [                    ]

*Contact Phone: [          ]    Contact Fax: [          ]    *Contact Email: [                    ]

*Is the Contact and Executive Administrator Information the same?   ○ Yes ○ No

Please include an attachment listing the name, address and phone number of all officers and board members. Attachment must be pdf, doc(x) or xls(x) and cannot be more than 4 MB in size. **Make sure you Upload the attachment once you've selected it before continuing.**

[ Choose File ] No file chosen    [ Upload ]

[ Save/Continue ]

# NEIGHBORHOOD TOURIST DEVELOPMENT FUNDING APPLICATION

**City of Kansas City, MO.**
**Neighborhood Tourist Development Fund**
**City Hall - Fourth Floor**
**414 E. 12th Street**
**Kansas City, MO. 64106**
**816-513-3237(p), 816-513-3201(f)**

City of KCMO

**Important:** Online NTDF applications must be submitted before 5 p.m. on the date the application is due. **Fields with an asterisk(*) next to them are required. Incomplete applications will not be accepted.**

**Funding Application Page 1 of 6**

Current Fiscal Year: 5/1/2015   to   4/30/2016

*Application Cycle Due Dates*
Annual (May 1 - April 30): Oct 15 | Quarterly: Jan 15, Apr 15, Aug 1, Oct 15
○ Oct 15 ○ Jan 15 ○ Apr 15 ○ Aug 1

*Amount Requested (must be numeric with no dollar sign or commas): [_____]

*Have you attended NTDF training in the past year?   ○ Yes ○ No

## Event Information

*Event Name: [_____]   *Event Type: [____ ▼]

*Event Start Date: [_____]   *Event End Date [_____]

*Event Location: [_____]

*Council District(s): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ All Council Districts

*Event Description: (please explain what will occur during the event)

[_____]

*Event Purpose: ☐ Cultural ☐ Social ☐ Ethnic ☐ Historic ☐ Educational ☐ Recreational

*Is the event free and open to the public? ○ Yes ○ No

# NEIGHBORHOOD TOURIST DEVELOPMENT FUNDING APPLICATION

## Eligibility

Which of these goals are included in your organization's mission?

- ☐ Neighborhood Development
- ☐ Community Development
- ☐ Tourism Promotion

Please explain how your organization's mission includes the selected goals.

## Planning and Timetable

*Outline the planning and organizing procedures that will take place prior to your event and the timeline for their completion.

## Promotion

How will the event be promoted?

- ☐ Newspaper  ☐ Mailers  ☐ Web-based Advertisement
- ☐ Radio Ad  ☐ Social Media  ☐ Email Blasts
- ☐ Magazine  ☐ Flyers  ☐ Web Blogs
- ☐ TV  ☐ Brochures  ☐ Other

If Other was selected, please expain:

Will the promotional campaign be:
☐ Local ☐ Regional ☐ National

*Who is your target audience?

*How have you coordinated your event with the convention and tourism industry? If you haven't, how do you plan to?

# NEIGHBORHOOD TOURIST DEVELOPMENT FUNDING APPLICATION

## Neighborhood

*In what neighborhood is the event to occur? (Please provide the organizational name and boundaries)

*Has the registered neighborhood group been informed of the event?
○ Yes ○ No

*Does the registered neighborhood group support the event?
○ Yes ○ No

*Will the neighborhood organization have a role in organizing or hosting the event? If so, please describe this role.

*How will the event promote the registered neighborhood group?

*What short-term benefits might the neighborhood see from the event?

*What long-term benefits might the neighborhood see from the event?

*How might other areas/neighborhoods benefit from the event?

# Neighborhood Tourist Development Funding Application

**City of Kansas City, MO.**
**Neighborhood Tourist Development Fund**
**City Hall - Fourth Floor**
**414 E. 12th Street**
**Kansas City, MO. 64106**
**816-513-3237(p), 816-513-3201(f)**

**Important:** Online NTDF applications must be submitted before 5 p.m. on the date the application is due. **Fields with an asterisk(*) next to them are required. Incomplete applications will not be accepted.**

**Funding Application Page 4 of 6**

## Tourist Appeal

*How will this event attract Kansas City residents from other neighborhoods?

*How will this event attract non-residents of Kansas City who are visiting for another reason and hear about the event?

*How will this event attract non-residents of Kansas City solely in and of itself?

*Please estimate the number of tourists to be attracted by this event and explain how it was calculated.

Save/Continue    Save/Complete Later

# Neighborhood Tourist Development Funding Application

## History of Event

Use the green plus sign (+) to list **event history for the last three years**. A pop-up box will allow you to enter the information and when saved will be displayed below. Add as many items as necessary.

## Event Budget
### Revenue

Use the green plus sign (+) to list **earned income from the event (ticket sales, merchandise, etc.)**. A pop-up box will allow you to enter the information and when saved will be displayed below. Add as many items as necessary.

Use the green plus sign (+) to list **event funding sources**. A pop-up box will allow you to enter the information and when saved will be displayed below. Add as many items as necessary.

Grand Total (earned income revenue + funding): [                    ]

## Eligible Expenses

Use the green plus sign (+) to list **eligible event expenses**. A pop-up box will allow you to enter the information and when saved will be displayed below. Add as many items as necessary.

Total Eligible Expenses
NTDF: [            ]     Other: [            ]     Total: [            ]

---

Net revenue: [            ]
Net revenue from previous event: [            ]

How will net revenue be used?
- ☐ General Operations
- ☐ Funding of future event
- ☐ Donated to beneficiary organization
- ☐ Other

If Donated to beneficiary organization was selected, please list the organization(s): [            ]
If Other was selected, please explain: [            ]

[Save/Continue]   [Save/Complete Later]

# NEIGHBORHOOD TOURIST DEVELOPMENT FUNDING APPLICATION

## Organization Revenue and Expenses (last year)

Use the green plus sign (+) to list **last years <u>revenues</u> for your organization, not this specific event**. A pop-up box will allow you to enter the information and when saved will be displayed below. Add as many items as necessary. `0` ✚

Use the green plus sign (+) to list **last years <u>expenses</u> for your organization, not this specific event**. A pop-up box will allow you to enter the information and when saved will be displayed below. Add as many items as necessary. `0` ✚

Grand Total (Revenues - Expenditures): [                    ]

## Organization Revenue and Expenses (two years ago)

Use the green plus sign (+) to list **two years ago <u>revenues</u> for your organization, not this specific event**. A pop-up box will allow you to enter the information and when saved will be displayed below. Add as many items as necessary. `0` ✚

Use the green plus sign (+) to list **two years ago <u>expenses</u> for your organization, not this specific event**. A pop-up box will allow you to enter the information and when saved will be displayed below. Add as many items as necessary. `0` ✚

Grand Total (Revenues - Expenditures): [                    ]

If a City of Kansas City, MO contract is a source of revenue, please provide the number: [                    ]

## Supporting Documents

Please include up to three attachments, including a letter of support from the registered neighborhood group or notification to the registered neighborhood group. Attachments must be pdf, doc(x) or xls(x) and cannot be more than 4 MB in size. **Make sure you Upload each attachment once you've selected it before continuing.**

**Letter of Support or Notification:** [Choose File] No file chosen    [Upload]
**Other Attachment:** [Choose File] No file chosen    [Upload]
**Other Attachment:** [Choose File] No file chosen    [Upload]

## Agreements

The undersigned applicant agrees

- Funds will be used for the purpose and intent herein stated.
- The organization will adhere to the regulations defined in the City's administrative regulations and the Neighborhood Tourist Development Fund committee ordinance (Sections 2-931 through 2-938).
- All documents required to determine applicant eligibility have been submitted.
- All information presented in this application and supporting documentation is true and accurate.

*Applicant's Name: [                    ]
Applicant's Title: [                    ]

# Neighborhood Tourist Development Fund

## ELIGIBLE EXPENSES

**The following expenses are eligible for reimbursement under the NTDF's City ordinance:**

- Applicant Postage
- Entertainment
- Printing
- Permits and licenses
- Security
- Trophies and awards
- Equipment and facility rental
- Advertising/publicity promotional material
- Office supplies
- Long distance calls
- Costume and exhibit rental
- Insurance
- Catering
- Certified public accountant audit (over $20k)

# Neighborhood Tourist Development Fund

## NON-ELIGIBLE EXPENSES

**These expenses are not eligible for reimbursement under the NTDF's City ordinance:**

Utility installation or service
Equipment
Cash awards
Office space rental
Gasoline
Salaries and stipends
Travel
Consultants
Planners
Alcohol
Goods/Services where an "arm's length relationship" between the contractor and vendor does not exist

# Neighborhood Tourist Development Fund

## SELECTION PROCESS

- Applicant submits an **Eligibility** and **Funding Application** by the deadline

- Applicant provides a brief **presentation** to the NTDF Committee

- NTDF Committee **deliberates** and recommends awards to City Council

- City Council **takes action** on NTDF Committee recommendations

- Awarded Contract **executed**

# Neighborhood Tourist Development Fund

## CONTRACT PROCESS

The program reporting forms are submitted after the event is held, as they are part of the final reimbursement process.

Payments will be issued in through a reimbursement process.

Awarded agencies are required to provide a report within **90 days** to the NTDF office. The report includes the following:

- Reimbursement Request form (invoices, receipts, cancelled checks, bank statements)
- Budget Modification Request form
- Attachment II, Form I
- Attachment II, Form II
- 90-day program report – event assessment

**ATTACHMENT II**
**FORM - I**
**NEIGHBORHOOD TOURIST DEVELOPMENT FUND**
**FINANCIAL REPORT**

For the period: _____ To: _____

Sponsor: _____

Event Title: _____

Event Date: _____

President: _____

Treasurer: _____

Telephone Number _____ Fax Number _____

## REVENUES

| Description | NTDF | Other | Total |
|---|---|---|---|
| 1. | $ | $ | $ |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| | | | |
| TOTAL REVENUES | $ | $ | $ |

## EXPENDITURES

| Category | NTDF | Other | Total |
|---|---|---|---|
| 1. | $ | $ | $ |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |
| | | | |
| TOTAL EXPENDITURES | $ | $ | $ |
| REVENUES OVER/UNDER EXPENDITURES | $ | $ | $ |

A. **If balance is positive, please describe use of income:**

____ Use for sponsoring organization's general operations.

____ Use for funding of future similar event.

____ Donate to beneficiary organization. Name:_____

____ Other - Attach detailed explanation

B. **If balance is negative, attach detailed explanation of plans to resolve outstanding indebtedness.**

**ATTACHMENT II**

**FORM - II**

We have compiled the accompanying statement of revenues and expenses of the

_____

(event) as of _____ , in accordance with standards established by

(date) the American Institute of Public Accountants.

A compilation is limited to presenting, in the form of financial statements, information that is the representation of management. We have not audited the accompanying financial statements and accordingly do not express an opinion on them.

Based on my review, I am not aware of any material modifications that should be made to the accompanying statement of revenues and expenses - cash basis, in order for it to be in conformity with the cash basis of accounting.

This report is intended solely for the information and use of the board of directors and management of the

_____

(Organization)

and the Neighborhood and Community Services Department of the City of Kansas City, Missouri. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

Sincerely,

<div align="center">

**90-Day Program Report**

**Name of Event**

**Location of Event**

</div>

**Final Narrative Report**

This narrative report must include activities and accomplishments compared to program goals. Explain any problems the agency had and describe any changes that would need to be made. The report should also include information about event planning, event participation and discuss the positives and negatives encountered by the agency. The report should assess the impact of the event or project.

## Outline

**Estimated Attendance:**

**Weather:** (if outdoor event) what was the weather like?

**Activities:** What types of activities were used ie. Pony rides, artists, face painting

**Advertising:** How was the advertising done?

**Community Support:** How did the community help?

**Overview:**

# NEIGHBORHOOD TOURIST DEVELOPMENT FUND

**City of Kansas City, Missouri, Neighborhood & Community Services Department**

## REIMBURSEMENT REQUEST FORM

Contract Number _____     Contractor Name _____

| Budget Line Item Category | Agency — Reimbursement Amount Requested | City Staff — Reimbursement Amount Approved |
|---|---|---|
| A.   Postage | | |
| B.   Entertainment | | |
| C.   Printing | | |
| D.   Permits | | |
| E.   Security | | |
| F.   Trophies/Awards | | |
| G.   Equipment Rental | | |
| H.   Facility Rental | | |
| I.   Advertising | | |
| J.   Office Supplies | | |
| K.   Long Distance Calls | | |
| L.   Costume Rental | | |
| M.   Catering | | |
| N.   Insurance | | |
| O.   Promotional Material | | |
| P.   Exhibit Rental | | |
| Q.,  Minor Equipment | | |
| R.   Publicity | | |
| **APPROVED REIMBURSEMENT TOTAL** | | |

I certify these costs to be both correct and applicable to the above contract.

Certified by _____     Date _____
Project Director / Manager

Prepared by _____     Date _____
Accountant / Bookkeeper

Payment
Approved by _____     Date _____
Contract Administration Manager, Neighborhood & Community Services Department

# NEIGHBORHOOD TOURIST DEVELOPMENT FUND

**City of Kansas City, Missouri, Neighborhood & Community Services Department**

## REIMBURSEMENT REQUEST FORM

If your agency is requesting to be reimbursed for budget line items A through R in which dollar amounts do not appear on the budget that is part of your contract, indicate below the category and amount of the request, complete, sign, and date the Budget Modification Request Statement.

This modification form must be completed, signed by an authorized agency officer, and submitted along with the reimbursement request documentation materials.

### Budget Line Item Category Modification Request

| Agency | | City Staff |
|---|---|---|
| **Budget Line Item Category** | **Reimbursement Amount Requested** | **Reimbursement Amount Approved** |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

### Budget Modification Request Statement

We _____ do hereby request a
                     *Agency Name*

modification to the budget which appears in our NTDF contract, by adding the above budget line item categories and corresponding dollar amounts.

Requested by _____ Date _____
                      *Authorized Agency Officer*

Approved by _____ Date _____
               *Contract Administration Manager, Neighborhood & Community Services Department*

# NEIGHBORHOOD TOURIST DEVELOPMENT FUND

Denise Dillard, NTDF Program Manager
Denise.Dillard@kcmo.org
816-513-3451

Office of Culture and Creative Services
City Manager's Office
414 East 12th Street, Suite 2404
816-513-3471 fax